Advanced ORPS Search and Reports Techniques

April, 1999

ORPS GUI Reference Manual

Table of Contents

Introduction

Purpose of the Course

This class will provide you with training in some of the more advanced search techniques of the ORPS GUI. You will learn how to perform advanced Boolean logic searches and advanced narrative searches. You will also learn how to use the GUI date time stamps to freeze data as it existed at a particular point in time or to view changes during a specific time period.

Objectives

Upon completion of this class, you will be able to perform the following activities:

- Explain the order of precedence for Boolean operators and perform complex Boolean searches
- Perform advanced chronology date searches including a null search
- Explain how to specify multiple occurrence report numbers for a search
- Perform advanced narrative searches using a variety of operators and modifiers
- Explain the effect of exclusions when performing searches
- Know how to use the date range feature and explain the various options available

Advanced Boolean Searches

Boolean Logic

Every time you perform a search in the ORPS GUI you are using Boolean logic, either with the default operators within and between the search field selection areas or with operators you specify in the **BOOLEAN LOGIC SPECIFICATION** edit box. The ***ORPS GUI Basic Search Techniques*** section of this manual describes the basic Boolean operators (as shown in the table below). We will continue by discussing searches where you must use the **BOOLEAN LOGIC SPECIFICATION** edit box and the precedence rules that govern usage of the edit box, performing a search using the *NOT* operator, performing a search using nested search strings, and introducing the relational operator, = (equals).

Operator	Description
AND	Search terms combined with the Boolean *AND* will return occurrence reports that contain all of the search terms. For example, you could use a Boolean *AND* to specify all occurrence reports that occurred in 1995 *AND* had Richland Operations as the Field Office. Occurrence reports that include only one of the search terms (e.g., Occurrence Report Year is 1995, but Chicago Operations is the Field Office) will not be included in the set returned by the search.
OR	Search terms combined with the Boolean *OR* will return occurrence reports that contain any of the search terms. For example, you could use a Boolean *OR* to specify all occurrence reports where 1994 is the Occurrence Report Year *OR* where 1995 is the Occurrence Report Year. Occurrence reports that include one or more of the search terms will be included in the set returned by the search.
NOT	Search terms combined with the Boolean *NOT* can be used to exclude occurrence reports from a search. For example, you could use a Boolean *NOT* to select all occurrence reports where Albuquerque is the Field Office, but where 03B Vehicular Incidents is *NOT* the Nature of Occurrence.

Understanding the default logic is relatively easy if you simply remember that *AND* logic is applied between search fields and *OR* logic is applied between search field items. For example, the following logic is always applied when you select search fields (search fields are represented by a, b, and c):

a *AND* b *AND* c

There must be at least one space between operators and terms used in the expression.

Similarly, the following logic is always applied when you select search items (search items are represented by 1, 2, and 3) from the search fields:

(a1 *OR* a2 *OR* a3) *AND* (b1 *OR* b2 *OR* b3) *AND* (c1 *OR* c2 *OR* c3)

Any time the query you want to construct does not conform to the above rules, you must use the **BOOLEAN LOGIC SPECIFICATION** edit box. For example:

a OR (b1 AND b2) AND c

Any entry in the **BOOLEAN LOGIC SPECIFICATION** edit box overrides selections made in the **IDENTIFICATION**, **CHRONOLOGY**, or **NARRATIVE** selection boxes. Entries made in the edit box will be displayed in the selection boxes when the selection is refined.

Precedence Rules

You should keep in mind the following logic rules (called precedence rules) as you use the **BOOLEAN LOGIC SPECIFICATION** edit box.

- A search expression is read from left to right; however, some operators carry more weight than others and this will affect the interpretation of the expression. The *AND* operator takes precedence over the *OR* operator, while the *NOT* operator takes precedence over both *AND* and *OR*. Consider the following example:

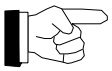
a *OR* b *AND* c

This expression is interpreted to mean: "look for occurrence reports that contain *b* and *c*, or occurrence reports that contain *a*. If what you really want is for the *OR* operator to be interpreted first, you should use parentheses to force the order of operation.

(a *OR* b) *AND* c

- Parentheses indicate the order in which the directions are to be carried out. Instructions within parentheses are always performed first and then instructions outside the parentheses are performed next. Nested parentheses start with the innermost level. The following example means: "look for occurrence reports that contain *b* or *c* as well as *a*, or that contain *d*."

(a *AND* (b *OR* c)) *OR* d

NOTE 

If you are uncertain as to how an expression will execute, include parentheses to ensure you are getting what you want. Extra parentheses will not affect the outcome of the search.

Since *AND* takes precedence over *OR*, in the previous example the external parentheses surrounding (a *AND* (b *OR* c)) are actually not needed; however, including the parentheses does not alter the results of the search and they help clarify the desired results of the search string.

Remember that the logic entered into the **BOOLEAN LOGIC SPECIFICATION** edit box only applies to search fields, not to the search field items (the default logic between search field items is always *OR*). However, you can enter a search field twice in the **BOOLEAN LOGIC SPECIFICATION** edit box to force the *AND* or *NOT* operator between field items. For example, a *AND* b *AND* b is equivalent to a *AND* (b1 *AND* b2).

Nested Search Strings

As indicated in the previous section, the innermost nested parentheses within a search string are considered first. For example, if you want to select all notification reports (8 - **Report Type**) for a specified time frame (25 - **Current Report** date), plus all update, update/final, and final reports (8 - **Report Type**) for the same time frame (25- **Current Report** date) where the discovery date (27 - **Discovery** date) is in the current quarter, you could enter the following search string in the **BOOLEAN LOGIC SPECIFICATION** edit box.

(8 and 25 and 25) or (8 and 25 and 25 and 27 and 27)

Because *AND* takes precedence over *OR*, the parentheses in the previous example are not necessary; however, we have included them to help you visualize what the search is actually going to accomplish. You may want to get into the habit of adding parentheses to your own search strings (even if they are not necessary) to help you visualize your search.

The entry in the previous example will provide the desired results, but notice the duplication of field numbers. The following is a simplified, more efficient version of this same entry.

25 and 25 and (8 or (8 and 27 and 27))

We have included two selection areas for **Current Report** date (25) and two selection areas for **Discovery** date (27) in order to accommodate date ranges that cannot be selected within the same selection area. If your date range can be selected from the same selection area, you only need to specify one selection area for each date field.

As your search strings become more complex, you will want to take time to think through exactly what you are trying to accomplish and determine the most efficient way to get there. This advanced preparation will be well worth the extra time in the long run.

There is currently a limit of 512 characters that can be entered in the **BOOLEAN LOGIC SPECIFICATION** edit box.

TUTORIAL

Using the Boolean Logic Specification Box to Search

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.

2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.

3. Type the Boolean search string in the **BOOLEAN LOGIC SPECIFICATION** edit box.

REMINDER: To specify the Boolean search string, type the field numbers in the edit box separated by the appropriate operators. Operators and words must be separated by at least one space in the expression. To change the order in which the search items are carried out, include parentheses in the search string.

4. Click the **REFINE** command button at the bottom of the page.

5. Specify search field values from the **ORPS OR SEARCH CRITERIA** page.

6. Click the **FINISH** command button at the bottom of the page.

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains occurrence reports where fires/explosions resulted in a Degradation of Safety Status or Vital System/Components and were caused by procedure problems.

2. Create a user-defined report that displays the Occurrence Narrative, Direct Cause, Contributing Cause(s), Root Cause, and Similar Occurrences.

3. Save the search profile as **Fires - Procedures**.

Exercise 2

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains all notification reports for the previous week, plus all update, update/final, and final reports for the previous week where the discovery date is within the current calendar quarter.

2. Create a generic lag report from discovery date to notification date. Which report has the largest lag?

Exercise 3

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains occurrence reports for Category "A" Reactors, except the Advanced Test Reactor (ATR), that were caused by training deficiencies.

2. Prepare a graphics report showing a distribution by facility.

Relational Operators

In addition to the standard Boolean operators (*AND*, *OR*, and *NOT*), you can use a relational operator, = (equals), in the **BOOLEAN LOGIC SPECIFICATION** edit box to select reports that have equal values (matching data) in specified fields within the report.

The ability to include relational operators in the **BOOLEAN LOGIC SPECIFICATION** edit box is a prototype of future enhancements to the ORPS GUI. Until the = operator changes from a prototype to a publicized enhancement to the ORPS GUI, you should double-check the results of searches you perform using the = operator.

For example, to select reports that have the same **Direct Cause** and **Root Cause**, type

15 = 17

in the **BOOLEAN LOGIC SPECIFICATION** edit box and then click the **REFINE** command button. The search is performed and you are provided with a count of the occurrence reports that have the same value for root cause and direct cause.

When you use the **=** operator in the **BOOLEAN LOGIC SPECIFICATION** edit box, you are not presented with selection areas when you refine your search. Remember, you are asking the system to select those reports that have the same values for the specified fields; therefore, there is no need to indicate a specific value in a selection area.

If you include additional fields in the selection, you will be presented with selection areas for the additional fields. For example, to include **Facility** in the search, you would type

5 and (15 = 17)

in the **BOOLEAN LOGIC SPECIFICATION** edit box. When you click the **REFINE** command button, the comparison between **Direct Cause** and **Root Cause** is performed and a selection area is added so you can specify the **Facility**.

Comparing the Values of Specified Fields Within an Occurrence Report

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.

2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.

3. Type the numbers of the fields you want to compare, separated by the = operator, in the **BOOLEAN LOGIC SPECIFICATION** edit box.

REMINDER: You can include additional fields in the search string along with the fields you want to compare.

4. Click the **REFINE** command button at the bottom of the page.

REMINDER: If you specified fields in addition to the ones you want to compare, you will be presented with selection areas for those additional fields. Fields that are being compared do not require selection areas.

5. If additional fields were included in the search string, specify search field values from the **ORPS OR SEARCH CRITERIA** page.

6. Click the **FINISH** command button at the bottom of the page.

Exercise 4

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains 1996 and 1997 occurrence reports for Lockheed Martin Energy Systems, Inc., excluding the Y-12 Site, where the direct cause is cited as equipment/material problems, and both the direct cause and the root cause are the same.

2. Create an **ORPS OR List** report. View the list and determine the site(s) that are represented.

3. Revise the search profile to exclude the K-25 Site instead of the Y-12 Site.

Exercise 5

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains occurrence reports for the Y-12 Site, excluding construction activities, where the direct cause and the root cause for an occurrence are the same causal factor classification.

2. Create a report showing the distribution by root cause. Which causal factor classification is associated with the highest number of occurrences?

3. Revise the search profile to contain occurrence reports for the Y-12 Site, excluding construction activities, where the direct cause is cited as a defective or failed part, and both the direct cause and the root cause are equal.

Exercise 6

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains Final Occurrence Reports for the Savannah River Operations Office where reports were submitted as prefinals with no interim update reports.

2. Create a report showing a distribution on contractor. Which contractor is responsible for the largest number of reports?

3. Revise the search profile to exclude the contractor Westinghouse Savannah River Company.

Special Date Searches

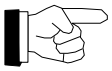
You can perform two special cases of date searches with the ORPS GUI. In the first case you can search for nothing in the field (null). The second special date search is the search for the existence of any value in the field (not null).

Null Searches

The ORPS GUI allows you to search for null values (nothing) in date fields. This has a number of practical applications. As an example, to select reports that have been rejected and have not had a new update/final or update report submitted, you could search for update/final reports that have a null value in the **FM Approval** date.

To indicate you want to perform a *Null Search*, you must leave the check boxes for the operators (<, =, >) unmarked. You must then select an arbitrary value from the date selection area.

NOTE



You have to mark *something* in the selection area (other than **Any**) to perform a *Null Search*, although it does not matter what you mark. Something has to be marked to indicate that you want to search that field. If nothing is marked, the system ignores the entire selection area.

Figure 1 shows the selection areas that would locate reports that have been rejected and that have not had a new update/final report or an update report submitted since the rejection.

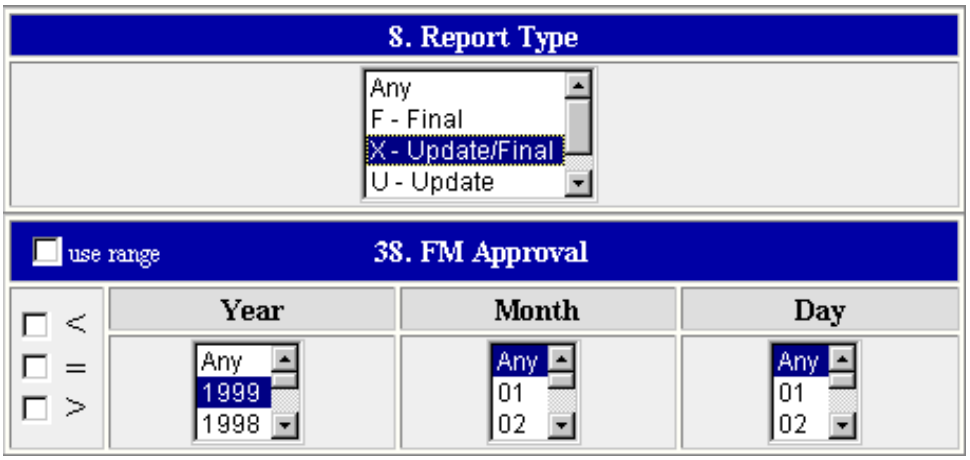


Figure 1 - Search criteria screen for a Null date field.

The profile for this search is displayed in **Figure 2**. Note that **FM Approval** is null.

Profile: "Null Example"

Report Type='X' and FM Approval is null
and exclude Cancelled
and last modified through DB as of 4/15/99 12:10

Figure 2 - Profile display with Null included.

Performing a Null Search of a Date Field

TUTORIAL

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.

2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.

3. Select the date search field(s) that you want to search against from the **CHRONOLOGY** selection box on the **ORPS OR SEARCH CRITERIA** page. Select any additional search fields from the **IDENTIFICATION**, **CHRONOLOGY**, and **NARRATIVE** selection boxes.

4. Click the **REFINE** command button at the bottom of the page.

5. Specify search field values from the **ORPS OR SEARCH CRITERIA** page.

6. Highlight something (except **Any**) within the date selection area. Remember, it does not matter what you highlight because the selection is ignored.

REMINDER: Do not mark any of the operators (<, =, >). In order to perform a *Null Search*, the operators must remain unmarked.

7. Click the **FINISH** command button at the bottom of the page.

Not Null Searches

The opposite of a *Null Search* is a *Not Null Search*. Remember, when you search for null values you are checking for *nothing* in the field. Searching for not null values checks for the existence of *any* value in the field. A *Not Null Search* would be used when you want to know that something has occurred without regard to exactly when.

To perform a *Not Null Search*, mark the check boxes for all the operators (<, =, >) within the selection area. Since you are making a selection by marking the operators, you do not need to make any additional selections.

As an example, suppose you wanted to determine how many prefinal reports are awaiting the Program Manager's signature. To accomplish this, you could search for the existence of an **FR Approval** date. (If the Facility Representative has approved the report and it still appears as a prefinal report, it must be awaiting the Program Manager's approval.) **Figure 3** shows the selection areas that would provide us with these results.

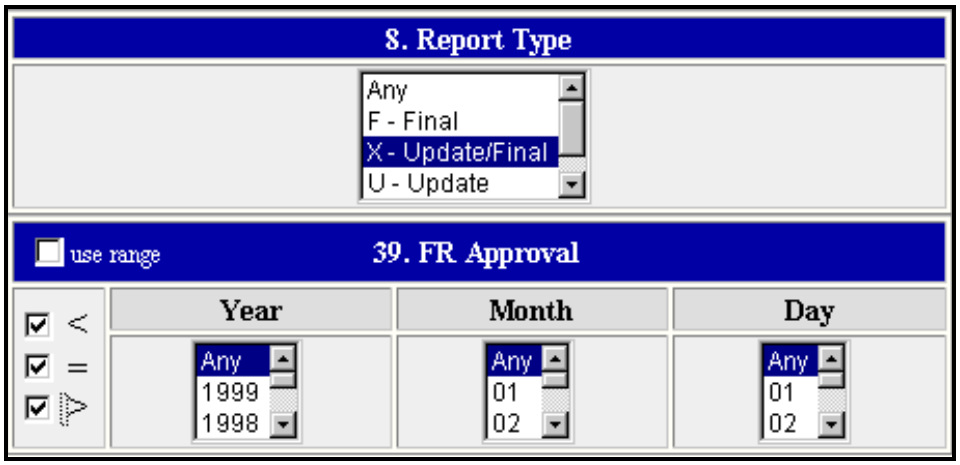


Figure 3 - Search criteria screen for a Not Null date field.

The profile for this search is displayed in **Figure 4**. Notice that the **FR Approval** is not null.

Profile: "Not Null Example"

Report Type='X' and (FR Approval is not null)
and exclude Cancelled and
last modified through DB as of 4/15/98 12:14

Figure 4 - Profile display with Not Null included.

Performing a Not Null Search of a Date Field

TUTORIAL

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.

2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.

3. Select the date search field that you want to search against from the **CHRONOLOGY** selection box on the **ORPS OR SEARCH CRITERIA** page. Select any additional search fields from the **IDENTIFICATION**, **CHRONOLOGY**, and **NARRATIVE** selection boxes.

4. Click on the **REFINE** command button at the bottom of the page.

5. Specify search field values from the **ORPS OR SEARCH CRITERIA** page.

6. Mark all the operators (<, =, >) within the date selection area.

7. Click the **FINISH** command button at the bottom of the page.

Exercise 7

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate occurrence reports for the Idaho Operations Office that are awaiting Facility Representative signature.

2. Locate occurrence reports for the Idaho Operations Office that are awaiting Program Manager signature.

Exercise 8

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate rejected reports for the Albuquerque Operations Office that have not been resubmitted as prefinal.

2. Locate rejected reports for the Albuquerque Operations Office that have not been resubmitted as prefinal and require action (i.e., have not been resubmitted as an update report).

Exercise 9

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate DOE Defense Programs occurrence reports with open corrective actions.

2. Locate DOE Defense Programs occurrence reports for the Nevada Operations Office with open corrective actions.

Multiple Occurrence Report Numbers

In HP ORPS, we primarily selected multiple occurrence reports by Occurrence Report Number after screening occurrence reports to narrow selections resulting from a narrative search. The enhanced narrative search capabilities of the ORPS GUI, combined with the improved screening feature, will greatly minimize the need to select multiple occurrence reports by Occurrence Report Number.

In the ORPS GUI **OCCURRENCE REPORT NUMBER** selection area, you are only allowed to type one sequence number in the **NUM** edit box. If you want to select multiple occurrence reports by number, you have several alternatives. Each option is discussed in the following sections.

Sequence Number Edit Box

The first option for selecting multiple reports by occurrence report number involves the **OCCURRENCE REPORT NUMBER** selection area. If nothing is entered in the **NUM** edit box in the **OCCURRENCE REPORT NUMBER** selection area, the default is all. For example, to select all occurrence reports that occurred during a specific year for a particular facility, make the appropriate selections in the **FAC** and **YEAR** portions of the **OCCURRENCE REPORT NUMBER** selection area, and leave the **NUM** portion blank. **Figure 5** displays the **OCCURRENCE REPORT NUMBER** selection area that will select all reports for facility **ATR** that occurred in **1997**.

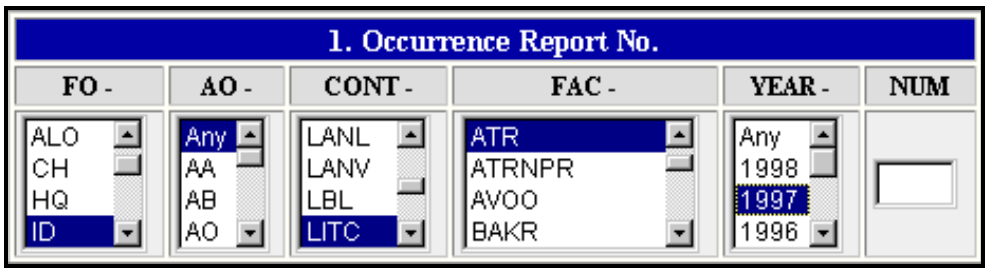


Figure 5 - **OCCURRENCE REPORT NUMBER** selection area for all ATR reports in 1997.

NOTE

It is not necessary to fill in all the items in the **OCCURRENCE REPORT NUMBER** selection area. Usually **FAC** (facility), **YEAR**, and **NUM** (sequence number) are enough to fully define a particular record. However, including all information may improve system performance.

Sequence Number Field

The next option for selecting multiple reports by occurrence report number involves the **SEQUENCE NUMBER** field, which is available in the **IDENTIFICATION** list on the **ORPS OR SEARCH CRITERIA** page. (See **Figure 6**.)

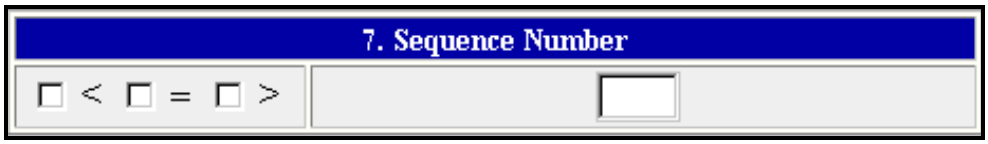


Figure 6 - The **SEQUENCE NUMBER** edit box.

In addition to an edit box where you can enter the sequence number, this box contains <, =, and > operators. These operators give you the ability to select a range of numbers. On the **ORPS OR SEARCH CRITERIA** page, you can combine **OCCURRENCE REPORT NUMBER** and **SEQUENCE NUMBER** selection areas to select multiple occurrence reports.

To specify the bounds of a range, you must include two **SEQUENCE NUMBER** selection areas in your search. Specify the beginning of your range in the first box (i.e., => 19) and the end of your range in the second box (i.e., <= 25). To obtain two **SEQUENCE NUMBER** selection areas, type **1 and 7 and 7** in the **BOOLEAN LOGIC SPECIFICATION** edit box. (**1** is the **OCCURRENCE REPORT NUMBER** field and **7** is the **SEQUENCE NUMBER** field.) **Figure 7** shows the selection areas that would select reports with sequence numbers **3** through **6** for **ATR** for **1997**.

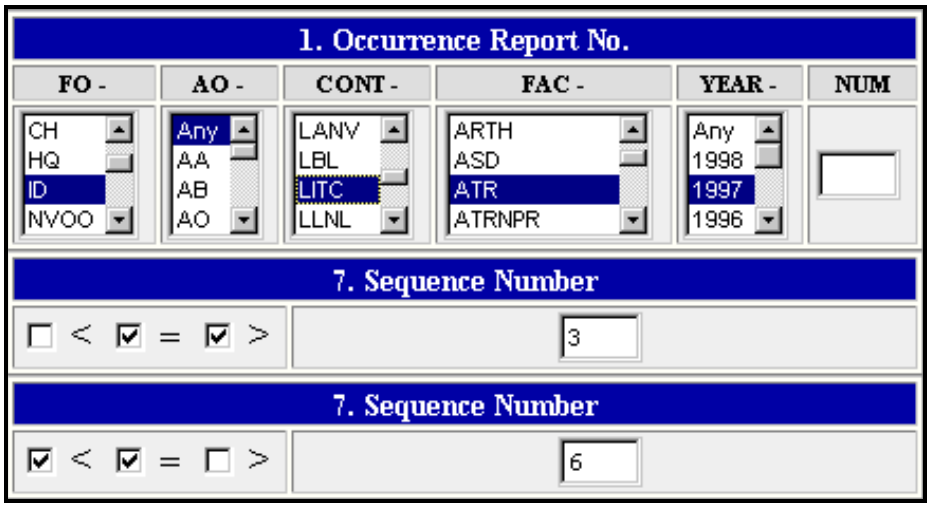


Figure 7 - Selection areas to select a range of Occurrence Report Numbers.

Boolean Logic Specification Edit Box

As discussed in the previous section, you can get multiple selection boxes for a field by entering the field numbers in the **BOOLEAN LOGIC SPECIFICATION** edit box separated by the *AND* or *OR* operators (up to a 512 character limit). This is the last option we will present for selecting multiple reports by number.

To select multiple reports that do not fall into sequence, enter each report number in a separate **OCCURRENCE REPORT NUMBER** selection area. For example, to select the following occurrence reports

ALO--GEO-GJO-1993-0002
ID--MKF-MKEM-1993-0003
RL--WHC-TPLANT-1995-0021

in the **BOOLEAN LOGIC SPECIFICATION** edit box, type

1 or 1 or 1

and click **REFINE**. Make the appropriate selections in the three **OCCURRENCE REPORT NUMBER** selection areas that are added to the **ORPS OR SEARCH CRITERIA** page. (See **Figure 8**.)

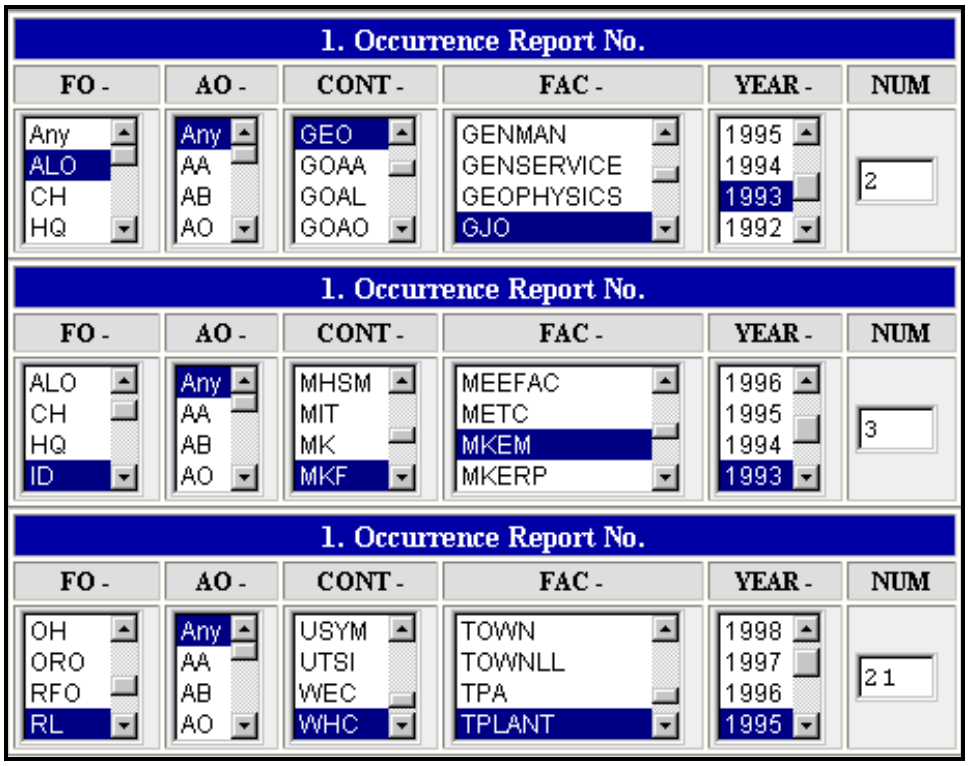


Figure 8 - Example of multiple **OCCURRENCE REPORT NUMBER** selection areas.

Creating a Search Profile that Selects All Occurrence Report Numbers for a Facility

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
3. Select **Occurrence Report Number** from the **IDENTIFICATION** selection box.
4. Click the **REFINE** command button.
5. Select values, if needed, from the **FAC** and **YEAR** selection boxes. *DO NOT* enter a value in the **NUM** edit box.
6. Click the **FINISH** command button at the bottom of the page.

Creating a Search Profile that Contains a Range of Occurrence Report Numbers

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.

2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.

3. Select **Occurrence Report Number** from the **IDENTIFICATION** selection box. Scroll down the box to **Sequence Number** and add this item to the selection by doing a *[CTRL]+[CLICK]*.

REMINDER: If two **SEQUENCE NUMBER** selection areas are needed, type **1 and 7 and 7** in the **BOOLEAN LOGIC SPECIFICATION** edit box in place of Step 3.

4. Click the **REFINE** command button.

5. Select values, as needed, from the **FO**, **AO**, **CONT**, **FAC** and **YEAR** selection boxes. *DO NOT* enter a value in the **NUM** edit box.

6. Check the **SEQUENCE NUMBER** operator check boxes to specify the required range.

7. Type the sequence number that will bound the range into the **SEQUENCE NUMBER** edit box.

8. Click the **FINISH** command button.

Creating a Search Profile that Contains Multiple Occurrence Report Numbers

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.

2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.

3. In the **BOOLEAN LOGIC SPECIFICATION** edit box, enter the field number for **Occurrence Report Number** (1) followed by an *OR* operator. Repeat this sequence for the desired number of selection areas (i.e., **1 or 1 or 1** will provide three selection areas).

4. Click the **REFINE** command button.

5. For each selection area, select values, as needed, from the **FO**, **AO**, **CONT**, **FAC** and **YEAR** selection boxes. Enter the appropriate value in the **NUM** edit box.

6. Click the **FINISH** command button.

Exercise 10

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

1. From the user-defined report created in Exercise 1 and saved as the search profile titled **Fires-Procedures**, identify the Similar Occurrences cited in the occurrence reports. Edit the search profile to include at least one of these occurrence report numbers.

Exercise 11

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile that contains occurrence reports where vehicular incidents resulted in an occupational injury.

2. Identify the Similar Occurrences cited in the occurrence reports. Edit the search profile to include at least one of the Similar Occurrence Report numbers.

Advanced Narrative Searches

You initiate a search of a narrative field by selecting the field from the **NARRATIVE** selection box on the **ORPS OR SEARCH CRITERIA** page. When you refine the search, an edit box is presented for the narrative field. You can enter a simple or complex string in the edit box without regard to the size of the box. The entry will automatically wrap to a new line and scroll beyond the bottom margin of the edit box, allowing long search strings.

The ***ORPS GUI Basic Search Techniques*** section of this manual provides an introduction to basic narrative searches. In this section, we will expand on that discussion and present additional techniques that will help you construct complex narrative searches.

Narrative Search with ORPS GUI vs. HP ORPS

The ORPS GUI uses the Topic search engine for narrative searches. You should be aware that a narrative search string processed by Topic will produce results much different from the same string entered on HP ORPS. These differences are identified in the following discussion and must be kept in mind as search strings are developed. Note that some of this information is presented in the ***ORPS GUI Basic Search Techniques*** section of this manual, but is worth looking at again in the context of a comparison to HP ORPS.

The following are a few of the general guidelines to be considered when entering narrative searches:

- Case is not considered when a search is performed. Text search strings can be entered in upper-, lower- or mixed-case. This applies to both search words and operators.

- The basic operators (*AND*, *OR*, and *NOT*) can be entered in a search string without any special formatting. These are reserved words in Topic and, by default, will be considered as operators when included in a search string. If they are to be used as a search word rather than an operator, they must be enclosed in quotation marks. For example, the search string *slipped and fell* will search for records containing both the words "slipped" and "fell." To search for the phrase "slipped and fell," the *AND* operator must be enclosed in quotation marks, e.g., *slipped "and" fell* or "*slipped and fell*."

- The default implementation of a search, referred to as a simple search, will locate stemmed variations of the search words. This is similar to, but more extensive than, the wildcard narrative search on HP ORPS. Whereas HP ORPS only locates words with different endings for the specified base, Topic locates all instances of words having the same stem, as defined in the system dictionary. For example, a search for

the word *protection* will locate records with the words “protection,” “protect,” “protective,” “protected,” etc. In order to search for a specific word only, the search word must be enclosed in quotation marks. For example, use the search term *“protection”* to search for occurrence reports containing only the word “protection.” The <*WORD*> operator can also be used to search for a specific word.

- Two or more words separated by a space are searched for as a phrase, e.g., *fall protection*. This search string will locate all records containing the phrase “fall protection,” or records containing stemmed variations of the phrase, such as “fallen protective barrier.”

- Where multiple operators are included in a search string, *AND* takes precedence over *OR*. This is the opposite of the precedence found on HP ORPS. Parentheses can be used to further define the order of evaluation of an expression. The use of parentheses in query expressions (especially complex ones), while not required, is recommended to ensure that the query expression is interpreted as desired. Information within parentheses is processed first. Where nested parentheses exist, processing begins with the innermost level. For example, in the search string *slipped or tripped and fell*, “tripped and fell” is evaluated first, followed by “or slipped.” The search string *(slipped or tripped) and fell* would be used to locate records containing either of the words “slipped” or “tripped” in addition to the word “fell.”

Simple Syntax

When you specify single words for which to search in a narrative field and you do not enclose them in double-quotation marks, you are using *simple syntax*. With simple syntax, the system performs something called *stemming*. Stemming selects documents that include one or more *variations* of the search word you specify. Stemmed searches must be based on real words (i.e., the stem itself must be a real word), and both the stem and the variations of the words that the stemmed search locates must be defined in the system dictionary.

It is important to recognize that uncommon technical words and their stems are probably not included in the system dictionary. This means that a stemmed search will not be performed on these words. To search for variations of these technical words, you must perform a wildcard search (see the discussion of ***Wildcard Operators*** on page 37.)

Suppose, for example, you wish to locate all occurrence reports for 1996 (**Report Year**) categorized as Unusual (**Occurrence Category**) that contain any stemmed variation of the

word **contaminate** in the **Subject/Title** field. **Contamination** and **contaminated** are stemmed variations of **contaminate** and would therefore be located.

A GUI stemmed search is not equivalent to the wildcard narrative search on HP ORPS. A wildcard search on HP ORPS locates words with different endings for the specified base, whereas a stemmed search on the GUI locates all instances of words having the same stem, as defined in the system dictionary. In the previous example, a GUI search for **contaminate** would also retrieve **contamination** and **contaminated**. An HP ORPS search for **contaminate@** would retrieve **contaminated** but not **contamination** because of the spelling variation.

Explicit Syntax

When you enclose individual words or phrases in double-quotation marks, you are using *explicit syntax*. Explicit syntax interprets words or phrases literally. For example, if you choose to search the **Subject/Title** field and enter the word **"contaminate"** in the edit box (explicitly in double-quotation marks), the system will not search for the stemmed variations of **contaminate**, such as **contamination** or **contaminated**. Only those reports that contain the specific word **contaminate** in the **Subject/Title** field will be selected.

You would also need to use explicit syntax to include reserved words such as ***and*** or ***not*** in a search string. By default, these words will be considered operators when included in a search string. If they are to be used as search words rather than operators, they must be enclosed in double-quotation marks.

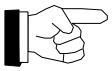
Operators and Modifiers

In addition to basic text searches, you may use various operators and modifiers in your search expressions to better define a query. Some of the more useful of these are described below, along with sample applications.

PARAGRAPH Operator

The **<PARAGRAPH>** operator selects reports that include all of the search elements you specify within a single paragraph. You can specify search elements in random order or sequential order (using the **<ORDER>** modifier). Reports are selected if the search elements appear in the same paragraph.

Simple Syntax: **expose <PARAGRAPH> asbestos**
Locates occurrence reports that contain stemmed variations of the word **expose** (e.g., **exposure**, **exposed**) and stemmed variations of the word **asbestos** *in the same paragraph*.

NOTE 

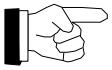
To search for three or more words or phrases in the same paragraph using simple syntax, you must use the **<PARAGRAPH>** operator between each word or phrase.

Explicit Syntax: **<PARAGRAPH> ("exposure","asbestos")**
Locates occurrence reports that contain the literal word **exposure** and the literal word **asbestos** *in the same paragraph*.

SENTENCE Operator

The **<SENTENCE>** operator selects reports that include all of the words you specify within a single sentence. You can specify search elements in random order or sequential order (using the **<ORDER>** modifier). Reports are selected if the search elements appear in the same sentence.

Simple Syntax: **alpha <SENTENCE> contaminate**
Locates occurrence reports that contain stemmed variations of the word **alpha** and stemmed variations of the word **contaminate** (e.g., **contamination**, **contaminated**) *in the same sentence*.

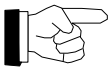
NOTE 

To search for three or more words or phrases in the same sentence using simple syntax, you must use the **<SENTENCE>** operator between each word or phrase.

Explicit Syntax: **<SENTENCE> ("alpha","contamination")**
Locates occurrence reports that contain the literal word **alpha** and the literal word **contamination** *in the same sentence*.

WORD Operator

The **<WORD>** operator selects reports that include one or more instances of a word you specify. Stemmed variations of the word will not be considered.

NOTE 

This is basically the same as using explicit syntax. There is no explicit application/example for the **<WORD>** operator.

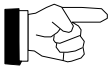
Simple Syntax: **<WORD>contaminate**
Locates occurrence reports that contain the literal word **contaminate**.

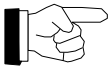
Explicit Syntax: None

CASE Modifier

The **<CASE>** modifier is used with the **<WORD>** or **<WILDCARD>** operator to perform case-sensitive searches, based on the case of the word or phrase specified.

<CASE><WORD>Contamination
In this example, only those occurrence reports that contain the word **Contamination** will be selected. Occurrence reports that contain **contamination** or **CONTAMINATION** will not be selected. Since much of the ORPS data has been randomly entered with respect to case, the **<CASE>** modifier may not be a meaningful search method.

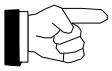
NOTE 
By default, occurrence reports containing any instances of a search word or phrase are retrieved regardless of case.

NOTE 
You can only use the **<CASE>** modifier with the **<WORD>** or **<WILDCARD>** operators.

NOT Modifier

The **<NOT>** modifier is used with a word or phrase to exclude occurrence reports that contain the word or phrase.

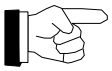
electrical <AND> safety <AND> violation <AND><NOT> lockout/tagout
This example would select only those occurrence reports that contain the words **electrical** and **safety** and **violation** but not the word **lockout/tagout**.

NOTE 
You can only use the **<NOT>** modifier with the operators *AND* and *OR*.

NEAR Operator

The **<NEAR>** operator selects reports containing specified search terms within close proximity of each other. The default definition of "near" is within 1000 words. The order of the words is not considered.

Simple Syntax: **fall <NEAR> protection**
Locates occurrence reports where the stemmed variations of the word **fall** and the stemmed variations of the word **protection** are found within close proximity to each other.

NOTE 

Since the order of words is not considered, **fall <NEAR> protection** will retrieve the same records as **protection <NEAR> fall**.

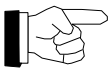
Explicit Syntax: **<NEAR>("fall","protection")**
Locates occurrence reports that contain the literal word **fall** and the literal word **protection** within close proximity to each other.

NEAR/N Operator

The **<NEAR/N>** operator selects reports containing two or more words within N number of words of each other. The value of N can be between 1 and 1024. Reports containing the specified words separated by more than N words are not selected.

Simple Syntax: **fall <NEAR/1> protection**
Locates occurrence reports where the stemmed variations of the word **fall** and the stemmed variations of the word **protection** are adjacent. Adjacent means that the words can be separated by spaces or special characters that have not been identified in the database as searchable. (See ***Appendix A*** for a list of searchable special characters.)

Explicit Syntax: **<NEAR/2>("fall","protection")**
Locates occurrence reports where the literal word **fall** and the literal word **protection** are adjacent and where no more than one word separates the words.

NOTE 

If multiple occurrences of the **<NEAR/N>** operator are used in a single expression, the value of N must be the same.

The <NEAR/N> operator only works with words, not with phrases. When multiple words are used in a search, the search engine looks for a cluster of the search terms, where the two words farthest apart in the cluster are a distance less than or equal to N words.

Simple Syntax: **limiting <NEAR/3> condition <NEAR/3> operation**
Locates occurrence reports that contain the stemmed variations of the word **limiting** and the stemmed variations of the word **condition** and the stemmed variations of the word **operation**, where the two words that are farthest apart are within three words of each other.

Explicit Syntax: **<NEAR/3>("limiting","condition","operation")**
Locates occurrence reports that contain the literal word **limiting** and the literal word **condition** and the literal word **operation** where the two words that are farthest apart are within three words of each other.

ORDER Modifier

The **<NEAR>** operator was discussed in the previous section. Remember, the **<NEAR>** operator locates occurrence reports that contain specified words that fall in close proximity (within 1000 words) of each other. With the **<NEAR>** operator, the order of the words is not considered. To locate occurrence reports that contain words in a specific order, use the **<ORDER>** modifier.

The **<ORDER>** modifier is used to express the order in which search elements must occur. If search items do not occur in the specified order in an occurrence report the occurrence report will not be selected.

<ORDER><SENTENCE> ("exposure","100 mrem")
This example would select only those occurrence reports containing the word **exposure** followed by the phrase **100 mrem** in the same sentence.

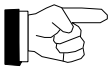
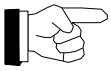
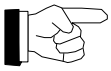
The version of Topic presently in use for the ORPS GUI only supports the **<ORDER>** modifier when used in the Explicit Syntax, as shown.

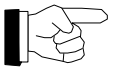
You can only use the **<ORDER>** modifier with the operators **<PARAGRAPH>**, **<SENTENCE>**, and **<NEAR/N>**.

Wildcard Operators

In addition to the operators discussed above, the wildcard operator locates occurrence reports that contain matches to a search string containing variables. Wildcard characters that can be used to represent variable portions of a search string are described below.

Explanation of Wildcards		
Character	**Function**	**Example**
?	Specifies one of any alphanumeric character.	**?at** Locates reports that contain any one of the following: **hat**, **bat**, **cat**, **rat**, etc.

Explanation of Wildcards		
Character	**Function**	**Example**
*****	Specifies zero or more of any alphanumeric character.	**sa*** Locates reports that contain any one of the following: **safety**, **saline**, **sat**, **satisfy**, **salient**, etc.
[ ]	Specifies one of any character in a set.	**<WILDCARD> 'c[aou]t'** Locates reports that contain any one of the following: **cat**, **cot**, **cut**. NOTE  You must specify the **<WILDCARD>** operator and enclose the word that includes a set in back quotes (`). Also, sets cannot contain spaces.
{ }	Specifies one of each pattern separated by a comma.	**<WILDCARD>'electri{c,city,cian}'** Locates reports that contain any one of the following: **electric**, **electricity**, **electrician**. NOTE  You must specify the **<WILDCARD>** operator and enclose the word that includes a pattern in back quotes (`), and sets cannot contain spaces.
^	Specifies one of any character *not* in the set.	**<WILDCARD> 'st[^oa]ck'** Locates reports that contain **stick** or **stuck** but not **stock** or **stack**. NOTE  You must specify the **<WILDCARD>** operator and enclose the word that includes a pattern in back quotes (`), and sets cannot contain spaces.

Explanation of Wildcards		
Character	**Function**	**Example**
-	Specifies a range of characters in a set.	**<WILDCARD> 'c[a-r]t'** Locates reports that contain any three-letter word from **cat** to **crt**. NOTE  You must specify the **<WILDCARD>** operator and enclose the word that includes a pattern in back quotes ('), and sets cannot contain spaces.

Performing a Narrative Search

1. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
2. Click the **NEW** command button in the **OR SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
3. Select a search field from the **NARRATIVE** selection box.
4. Click the **REFINE** command button.
5. Type the words, phrases, operators, and modifiers in the narrative field edit box.
6. Click the **FINISH** command button.

Exercise 12

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate records for the Richland Operations Office with the phrase *limiting condition for operation* in the **Subject/Title** of the occurrence.

2. Some reports will use the term *limiting condition of operation* instead. Revise the search to locate these records also.

The **<NEAR>** operator only works with words, not with phrases, so **limiting** and **condition** must also be joined with an operator. Normally you would use **<NEAR/1>** to search for adjacent words. However, if multiple instances of the **<NEAR/n>** operator are used in the same query they must be the same.

3. Add the records that contain the acronym LCO.

Exercise 13

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Locate records that contain the phrase *pressure switch* in the **Cause Description** and the **Corrective Actions**.

2. Modify the search to include variations such as *pressure differential switch, pressure activated switch,* etc.

3. Modify the search to exclude those records that contain the exact phrase *pressure switch.*

Exercise 14

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Perform a search to locate the word *SAM* in the Occurrence Narrative.

2. Refine the search to locate records that contain only the acronym *SAM*.

Exclusions and Date Range Features

Exclusions

Exclusions allow you to exclude certain types of records from your selection when creating a report. By default, cancelled occurrence reports are excluded from the selection. You can also exclude UCNI and USEC reports, which are included by default. Exclusions are selected by a check mark in the associated box in the **EXCLUDING** section of the **ORPS OR SEARCH & REPORTS** control panel (see **Figure 9**) or on the **ORPS OR SEARCH CRITERIA** page.

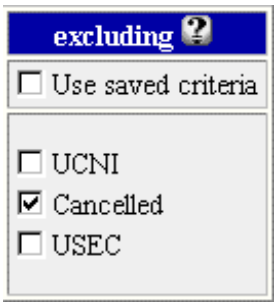


Figure 9 - The **EXCLUSIONS** selection area.

The exclusions that were in effect when a search profile is saved (e.g., excluding UCNI and excluding Cancelled) are saved with the profile. However, the exclusions that are used to generate the reports will depend on the exclusion options selected on the **ORPS OR SEARCH & REPORTS** control panel at the time the report is generated. By default, the **USE SAVED CRITERIA** check box is not marked, and the selected exclusions in the lower pane of the selection area will be used. The **CANCELLED** check box is selected by default. Additional exclusions can be added by clicking on the appropriate check box to add a check mark. To remove an exclusion, click on the box to remove the check mark.

If the **USE SAVED CRITERIA** check box is marked, the exclusions that were saved with the criteria will be used to generate the report, and any check marks in the lower pane of the selection area will be disregarded. If you have forgotten what exclusions were included with the saved profile, simply select the profile, mark the **USE SAVED CRITERIA** check box and click the **DISPLAY** criteria command button. The saved exclusions will be shown on the criteria display.

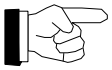
When a search profile is edited, the exclusions that are saved with the search profile are reflected on the **ORPS OR SEARCH CRITERIA** page. Changes made to the exclusions at this point will affect the current selections, but will not alter the exclusions stored in the search

profile unless you save the changes in a search profile with the same name. (In essence, you are overwriting the original search profile.)

From DB As Of/To DB As Of

The selections within the **FROM DB AS OF** and **TO DB AS OF** sections allow you to filter your search of the database to include records as they existed within specific date and time ranges. The database filtering that is accomplished through the **DB AS OF** sections is based on a special record time stamp recorded at each change to a report. Because this time stamp records the date and time of every change to a record, and each unique version of a record is stored in the database, it is possible to duplicate a search of the database that was performed at a previous date and time, even if subsequent changes have occurred to the records included in the selection.

NOTE



Complete time stamp information and history records are only available from the point in time that data was initially transferred from the database on the HP 3000 to the ORPS GUI. When the data was transferred, each existing record was given a time stamp equal to the date and time (if available) that the record was last modified on the HP. Only the limited history contained on the HP is available for earlier changes.

Figure 10 shows the **FROM DB AS OF** and **TO DB AS OF** selection areas as they appear on the **ORPS OR SEARCH & REPORTS** control panel. The **ORPS OR SEARCH CRITERIA** page contains similar selection areas.

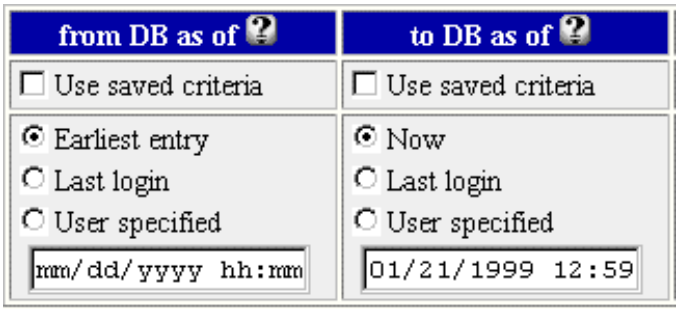


Figure 10 - FROM DB AS OF/TO DB AS OF sections.

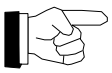
The function of each item within the **FROM DB AS OF/TO DB AS OF** selection areas is explained in the following tables.

From DB as of	Function
Use saved criteria	Starts the search from the date saved in the selected search criteria. Any selection marked on the bottom pane of the selection area is ignored.
Earliest entry	Starts the search at the beginning of the database.
Last login	Starts the search at the date and time you last logged in.
User specified	Starts the search at the date and time specified in the associated edit box. In order for an entry in the Date edit box to be recognized, the radio button associated with the Date edit box must be selected.

To DB as of	Function
Use saved criteria	Ends the search at the date and time saved in the selected search criteria. Any selection marked on the bottom pane of the selection area is ignored.
Now	Ends the search at the current date and time.
Last login	Ends the search at the date and time you last logged in.
User specified	Ends the search at the date and time specified in the associated edit box. In order for an entry in the Date edit box to be recognized, the radio button associated with the Date edit box must be selected.

Date/time ranges are specified by clicking the radio buttons (see **Figure 10**) in the **FROM DB AS OF** and **TO DB AS OF** sections of the control panel. If the **USER SPECIFIED** radio button is selected in the **FROM DB AS OF** section, a date/time value must be entered in the date/time edit box. Note that in the **TO DB AS OF** section, the date/time edit box defaults to the current date and time, but may be changed to a user specified value.

NOTE



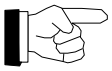
You are not required to enter a time value in the edit boxes; however, when a time value is not specified, the default time is 00:00 (meaning 12:00 a.m. the morning of the date specified). The effect of this default is inclusion of cases on the starting date (**FROM DB DATE** section); however, cases on the ending date (**TO DB DATE** section) will be excluded.

The **FROM DB AS OF** and **TO DB AS OF** sections are located on both the **ORPS OR SEARCH CRITERIA** page and the **ORPS OR SEARCH & REPORTS** page. On each page the sections serve a different function.

ORPS OR Search & Reports Page

From the **ORPS OR SEARCH & REPORTS** page, the **FROM DB AS OF/TO DB AS OF** sections are used to define the date/time range that is used for generating reports. The default is to use **Selected** parameters. The default selection for the **FROM DB AS OF** section is **Earliest entry** and for the **TO DB AS OF** section is **Now**. If you want to use the date/time range that was saved with the profile, you must select the **USE SAVED CRITERIA** check box. To view the date and time range that will be used to generate a report, click the **DISPLAY** command button in the **REPORTS** section of the **ORPS OR SEARCH & REPORTS** page.

NOTE



The date/time range used to generate reports applies to user-saved search profiles, temporary search profiles (**Untitled**), and the predefined profile **Entire DB**.

ORPS OR Search Criteria Page

From the **ORPS OR SEARCH CRITERIA** page, the **FROM DB AS OF/TO DB AS OF** sections are used to define the date/time range that is saved with the search profile and, therefore, the date/time values that are used when the **USE SAVED CRITERIA** check boxes are marked on the **ORPS OR SEARCH & REPORTS** page. When you create a new search profile, the default selections for the **FROM DB AS OF** section is **Earliest entry** and for the **TO DB AS OF** section is **Now**. When you edit a search profile, the selections will reflect those that were saved with the profile. You can change the default selections to specify a different date/time range to be saved with the profile. To view the date and time range that will be saved with the profile, click the **DISPLAY** command button at the bottom of the **ORPS OR SEARCH CRITERIA** page. Changes made to the date/time ranges at this point will affect the current selections, but will not alter the ranges stored in the search profile unless you save the changes in a search profile with the same name. (In essence, you are overwriting the original search profile.)

Screening Criteria

You must also remember that the **Screen** function allows you to exclude (or include) specific records. Information about the specific records you choose to exclude (or include) is stored with the search profile, and the records are excluded (or included), as appropriate, when the report is generated. The screening values can also be edited, however, it should be noted that if the search fields or field values used in a saved criteria are edited, the screening may no longer be appropriate. Therefore, screening selections are removed whenever this type of editing is performed.

To determine the specific records that were excluded (or included), select the search profile and then click the **DISPLAY** criteria command button. The screened records will be shown on the criteria display.

Exercise 15

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile containing 1996 and 1997 occurrence reports where construction activities resulted in a near-miss.

2. Save the search profile as **Const 96-97 Near Miss** with a **FROM DB AS OF** setting of earliest entry and a **TO DB AS OF** setting of 03/01/97 12:00. How many occurrences are recovered with this saved profile?

3. Display the criteria for the search profile and verify inclusion of the date/time filter information. Change the date/time filter settings to start at the beginning of the database and end at the current date and time. Display the criteria for the search profile to verify the selection.

4. Prepare field office and Report Type distribution or graphic reports for the search profile with the date/time filter settings that are saved with the profile. Prepare additional distribution or graphic reports with settings that start at the beginning of the database and end at the current date and time.

Exercise 16

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a search profile containing occurrence reports from 1994 that resulted in loss of radioactive materials or spread of contamination and cited management problems as the root cause.

2. Save the profile as **01D 1994 Management Problems** with no exclusions. How many occurrences are recovered with this saved profile?

3. How many occurrences are recovered if UCNI is excluded?
   How many occurrences are recovered if Cancelled is excluded?
   How many occurrences are recovered if USEC is excluded?
   How many occurrences are recovered if UCNI and CANCELLED are excluded?
   How many occurrences are recovered if UCNI and USEC are excluded?
   How many occurrences are recovered if CANCELLED and USEC are excluded?
   How many occurrences are recovered if CANCELLED and USEC and UCNI are excluded?

Appendix A - Special Characters

There are a number of special, non-alphanumeric characters now available for searching on the ORPS GUI. This should provide increased flexibility while performing narrative searches.

The special characters available for searching on the ORPS GUI are:

&	**/**	**-**	**$**	**#**	**:**

This will allow for searching of items such as the acronyms D&D or ES&H, building designations such as 221-T, dollar amounts, etc. (Special characters are frequently used in the System/Building/Equipment field.)

Because all special characters were previously treated as spaces, certain searches (e.g., building designations) could be performed using other operators, such as <NEAR/N>. Others, such as D&D or dollar amounts, could not be performed.

To ensure that the system interprets the special characters as literals, surround the entire search string that contains the special characters with backquotes (`). For example, to search for 221-T, enter the string as

`221-t`

Implementation of the special characters has changed the way some of the other searches now work. For example, a search for

221 <NEAR/1> t

now only retrieves 221 T and not 221-T, as the special character (-) is no longer treated as a space. To get all variations, you now have to use a combined query, such as

`221-t` OR 221 <NEAR/1> t

You might want to go one step further and use

`221?t*` or 221 <NEAR/1> t

This would also retrieve variations using other special characters, such as 221/T or 221-T/TUNNEL, if they existed.

Exercises Solutions

Exercise 1

1. Create a search profile that contains occurrence reports where fires/explosions were caused by procedure problems and resulted in a Degradation of Safety Status or Vital System/Components.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **14 AND 14 AND (15 OR 16 OR 17)** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. Select **01B-Fires/Explosions** from the first **NATURE OF OCCURRENCE** selection box.
   f. Select **01C-Safety Status Degradation** from the second **NATURE OF OCCURRENCE** selection box. Scroll down the box to **01E-Safety Structure/System/Component Degradation** and add this item to the selection by doing a *[CTRL] + [CLICK]*.
   g. Select **2-PROCEDURE PROBLEM** from the **DIRECT CAUSE**, **CONTRIBUTING CAUSE**, and **ROOT CAUSE** selection boxes.
   h. Click the **FINISH** command button.

2. Create a user-defined report that displays the Occurrence Narrative, Direct Cause, Contributing Cause, Root Cause, and Similar Occurrences.
   a. Select **User Defined** from the **REPORT/FILTER** selection box on the **ORPS OR SEARCH & REPORTS** page.
   b. Click the **PREPARE** command button.
   c. Check the **OCCURRENCE DESCRIPTION**, **DIRECT CAUSE**, **CONTRIBUTING CAUSE(S)**, **ROOT CAUSE**, and **SIMILAR OCCURRENCES** check boxes.
   d. Click the **PREPARE** command button.

Exercise 1

(Continued)

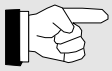
3. Save the search profile as **Fires - Procedures**.
   a. Click the **BACK** tool bar button located at the top of the browser window.
   b. Repeat step 3a to return to the **ORPS OR SEARCH & REPORTS** page.

Do not select the **ORPS Home** or **Search & Reports** hyperlink at the bottom of the page. Your search profile is a temporary file (i.e., the file has not been saved) and will only be available from a previous page, not a newly created **SEARCH & REPORTS** page.

   c. Type **Fires - Procedures** in the **SAVE AS** edit box.
   d. Click the **SAVE** command button.

Exercise 2

1. Create a search profile that contains all notification reports for the previous week, plus all update, update/final, and final reports for the previous week where the discovery date is within the current calendar quarter.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **25 AND 25 AND (8 OR 8 AND 27 AND 27)** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. In the first **CURRENT REPORT** section, check the **=** and **>** check boxes and select values corresponding to the first day of the previous week from the **YEAR**, **MONTH**, and **DAY** selection boxes.
   f. In the second **CURRENT REPORT** section, check the **=** and **<** check boxes and select values corresponding to the last day of the previous week from the **YEAR**, **MONTH**, and **DAY** selection boxes.
   g. Select **N-Notification** from the first **REPORT TYPE** selection box.
   h. Select **F-Final** from the second **REPORT TYPE** selection box. Add **X-Update/Final** and **U-Update** to the selection by doing a *[CTRL]+[CLICK]*.
   i. In the first **DISCOVERY** section, check the **=** and **>** check boxes and select values corresponding to the first day of the current calendar quarter from the **YEAR**, **MONTH**, and **DAY** selection boxes.
   j. In the second **DISCOVERY** section, check the **=** and **<** check boxes and select values corresponding to the last day of the current calendar quarter from the **YEAR**, **MONTH**, and **DAY** selection boxes.
   k. Click the **FINISH** command button.

NOTE 

Depending on the specific selections used here, ranges could possibly be specified using single date selection boxes.

Exercise 2

(Continued)

2. Create a generic lag report from discovery date to notification date. Which report has the largest lag?
   a. Select **Generic Lag** from the **REPORT/FILTER** selection box on the **ORPS OR SEARCH & REPORTS** home page.
   b. Click the **PREPARE** command button.
   c. Click the **NOTIFICATION** radio button in the **TO** column. (Note that the default selection in the **FROM** column is the **DISCOVERY** radio button.)
   d. Click the **HOURS** radio button to display the lag in hours.
   e. Click the **PREPARE** command button.
   f. Look for the occurrence report with the longest lag.

Exercise 3

1. Create a search profile that contains occurrence reports for Category "A" Reactors, except the Advanced Test Reactor (ATR), that were caused by training deficiencies.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **11 AND NOT 5 AND (15 OR 16 OR 17)** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. Select **12-Category "A" Reactors** from the **FACILITY FUNCTION** selection box.
   f. Select **ATR-Advanced Test Reactor** from the **FACILITY** selection box.
   g. Select **5-TRAINING DEFICIENCY** from the **DIRECT CAUSE**, **CONTRIBUTING CAUSE**, and **ROOT CAUSE** selection boxes.
   h. Click the **FINISH** command button.

2. Prepare a graphics report showing a distribution by facility.
   a. Select **Graphics** from the **REPORT/FILTER** selection box.
   b. Click the **PREPARE** command button.
   c. Check the **FACILITY** check box.
   d. Click the **PREPARE** command button.

Exercise 4

1. Create a search profile that contains 1996 and 1997 occurrence reports for Lockheed Martin Energy Systems, Inc., excluding the Y-12 Site, where both the direct cause and the root cause are the same and were cited as equipment/material problems.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **6 AND 4 AND NOT 10 AND 15 AND (15 = 17)** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. Select **1997** from the **REPORT YEAR** selection box. Add **1996** to the selection by doing a *[CTRL]+[CLICK]*.
   f. Select **LMES-Lockheed Martin Energy Systems, Inc**. from the **CONTRACTOR** selection box.
   g. Select **Y12-Oak Ridge Y-12 Site** from the **LAB/SITE/ORG** selection box.
   h. Select **1-EQUIPMENT/MATERIAL PROBLEM** from the **DIRECT CAUSE** selection box.
   i. Click the **FINISH** command button.

2. Create an **ORPS OR List** report. View the list and determine the site(s) that are represented.
   a. Select **OR List** from the **REPORT/FILTER** selection box.
   b. Click the **PREPARE** command button.

Exercise 4

(Continued)

3. Revise the search profile to exclude the K-25 Site instead of the Y-12 Site.
   a. Click the **BACK** tool bar button located at the top of the browser window.

Do not select the **ORPS Home** or **Search & Reports** hyperlink at the bottom of the page. Your search profile is a temporary file (i.e., the file has not been saved) and will only be available from a previous page, not from a newly created **SEARCH & REPORTS** page.

   b. Click the **EDIT** command button.
   c. Select **K-25-Oak Ridge K-25 Site** from the **LAB/SITE/ORG** selection box.
   d. Click the **FINISH** command button.

Exercise 5

1. Create a search profile that contains occurrence reports for the Y-12 Site, excluding construction activities, where the direct cause and the root cause for an occurrence are the same causal factor classification.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **10 AND NOT 12 AND (15 = 17)** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. Select **Y12-Oak Ridge Y-12 Site** from the **LAB/SITE/ORG** selection box.
   f. Select **01-Construction** from the **ACTIVITY CATEGORY** selection box.
   g. Click the **FINISH** command button.

2. Create a report showing the distribution by root cause. Which causal factor classification is associated with the highest number of occurrences?
   a. Select **Distributions** from the **REPORT/FILTER** selection box on the **ORPS OR SEARCH & REPORTS** home page.
   b. Click the **PREPARE** command button.
   c. Check the **ROOT CAUSE** check box.
   d. Click the **PREPARE** command button.

Exercise 5

(Continued)

3. Revise the search profile to contain occurrence reports for the Y-12 Site, excluding construction activities, where both the direct cause and the root cause are equal and are cited as a defective or failed part.
   a. Click the **BACK** tool bar button located at the top of the browser window.
   b. Repeat step 3a to return to the **ORPS OR SEARCH & REPORTS** page.

Do not select the **ORPS Home** or **Search & Reports** hyperlink at the bottom of the page. Your search profile is a temporary file (i.e., the file has not been saved) and will only be available from a previous page, not from a newly created **SEARCH & REPORTS** page.

   c. Click the **EDIT** command button.
   d. Revise the entry in the **BOOLEAN LOGIC SPECIFICATION** edit box to contain **10 AND NOT 12 AND 15 AND (15 = 17)**.
   e. Click the **REFINE** command button.
   f. Select **1A-Defective or Failed Part** from the **DIRECT CAUSE** selection box.
   g. Click the **FINISH** command button.

Exercise 6

1. Create a search profile that contains Final Occurrence Reports for the Savannah River Operations Office where reports were submitted as prefinals with no interim update reports.

You have no interim update reports when **Initial Update Report** date/time is equal to **Latest Update Report** date/time.

   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **2 AND 8 AND (33 = 34)** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. Select **SR-Savannah River Operations** from the **OPERATIONS/FIELD OFFICE** selection box.
   f. Select **F-Final** from the **REPORT TYPE** selection box.
   g. Click the **FINISH** command button.

2. Create a report showing a distribution on contractor. Which contractor is responsible for the largest number of reports?
   a. Select **Distributions** from the **REPORT/FILTER** selection box on the **ORPS OR SEARCH & REPORTS** home page.
   b. Click the **PREPARE** command button.
   c. Check the **CONTRACTOR** check box.
   d. Click the **PREPARE** command button.

Exercise 6

(Continued)

3. Revise the search profile to exclude the contractor Westinghouse Savannah River Company.
   a. Click the **BACK** tool bar button located at the top of the browser window.
   b. Repeat step 3a to return to the **ORPS OR SEARCH & REPORTS** page.

Do not select the **ORPS Home** or **Search & Reports** hyperlinks at the bottom of the page. Your search profile is a temporary file (i.e., the file has not been saved) and will only be available from a previous page, not a newly created **SEARCH & REPORTS** page.

   c. Click the **EDIT** command button.
   d. Revise the entry in the **BOOLEAN LOGIC SPECIFICATION** edit box to contain **2 AND 8 AND NOT 4 AND (33 = 34)**.
   e. Click the **REFINE** command button.
   f. Select **WSRC-Westinghouse Savannah River Company** from the **CONTRACTOR** selection box.
   g. Click the **FINISH** command button.

Exercise 7

1. Locate occurrence reports for the Idaho Operations Office that are awaiting Facility Representative signature.

   a. From the **ORPS GUI** home page, click on the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Operations/Field Office** from the **IDENTIFICATION** selection box.
   d. Select **FM Approval** from the **CHRONOLOGY** selection box. Add **FR Approval** to the selection by doing a *[CTRL]+[CLICK]*.
   e. Click the **REFINE** command button.
   f. Select **ID- Idaho Operations** from the **FIELD OFFICE** selection box.
   g. Check the **<**, **=**, and **>** check boxes in the **FM APPROVAL** section.
   h. Click any field item (except **Any**) within the **YEAR** selection box in the **FR APPROVAL** section.
   i. Click the **REFINE** command button.

2. Locate occurrence reports for the Idaho Operations Office that are awaiting Program Manager signature.
   a. Select **FR Approval** from the **CHRONOLOGY** selection box. Add **PM Approval** to the selection by doing a *[CTRL]+[CLICK]*.
   b. Click the **REFINE** command button.
   c. Check the **<**, **=**, and **>** check boxes in the **APPROVAL** section.
   d. Click any field item (except **Any**) within the **YEAR** selection box in the **PM APPROVAL** selection area.
   e. Click the **REFINE** command button.

Exercise 8

1. Locate rejected reports for the Albuquerque Operations Office that have not been resubmitted as prefinal.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Operations/Field Office** from the **IDENTIFICATION** selection box.
   d. Select **Rejected** from the **CHRONOLOGY** selection box. Add **FM-Approval** to the selection by doing a *[CTRL]+[CLICK]*.
   e. Click the **REFINE** command button.
   f. Select **ALO-Albuquerque Operations** from the **FIELD OFFICE** selection box.
   g. Check the **<**, **=**, and **>** check boxes in the **REJECTED** section.
   h. Click any field item (except **Any**) within the **YEAR** selection box in the **FM APPROVAL** selection area.
   i. Click the **REFINE** command button.

1. *(Alternate solution)*

   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Operations/Field Office** from the **IDENTIFICATION** selection box. Add **Reject Count** to this selection by doing a *[CTRL]+[CLICK]*.
   d. Select **FM-Approval** from the **CHRONOLOGY** selection box.
   e. Click the **REFINE** command button.
   f. Select **ALO-Albuquerque Operations** from the **FIELD OFFICE** selection box.
   g. Check the = and > check boxes in the **REJECT COUNT** section and enter **1** into the **REJECT COUNT** edit box.
   h. Click any field item (except **Any**) within the **YEAR** selection box in the **FM APPROVAL** section.
   i. Click the **REFINE** command button.

Exercise 8

(Continued)

2. Locate rejected reports for the Albuquerque Operations Office that have not been resubmitted as prefinal and require action (i.e., have not been resubmitted as an update report).
   a. Add **Report Type** to the selections in the **IDENTIFICATION** selection box by doing a *[CTRL]+[CLICK]*.
   b. Click the **REFINE** command button.
   c. Select **X-Update/Final** from the **REPORT TYPE** selection box.
   d. Click the **FINISH** command button.

2. *(Alternate solution)*

   a. Type **2 AND 24 AND 38 AND NOT 8** into the **BOOLEAN LOGIC SPECIFICATION** edit box.
   b. Click the **REFINE** command button.
   c. Select **U-Update** from the **REPORT TYPE** selection box.
   d. Click the **FINISH** command button.

Exercise 9

1. Locate DOE Defense Programs occurrence reports with open corrective actions.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Secretarial Office** from the **IDENTIFICATION** selection box.
   d. Select **CA Actual Completion** from the **CHRONOLOGY** selection box.
   e. Click the **REFINE** command button.
   f. Select **DP-Defense Programs** from the **SECRETARIAL OFFICE** selection box.
   g. Click any field item (except **Any**) within the **YEAR** selection box in the **CA ACTUAL COMPLETION** section.
   h. Click the **REFINE** command button.

2. Locate DOE Defense Programs occurrence reports for the Nevada Operations Office with open corrective actions.
   a. Add **Operations/Field Office** to the selections in the **IDENTIFICATION** selection box by doing a *[CTRL]+[CLICK]*.
   b. Click the **REFINE** command button.
   c. Select **NVOO-Nevada Operations Office** from the **OPERATIONS/FIELD OFFICE** selection box.
   d. Click the **FINISH** command button.

Exercise 10

1. From the user-defined report created in Exercise 1 and saved as the search profile title **Fires-Procedures**, identify the Similar Occurrences cited in the occurrence reports. Edit the search profile to include at least one of these occurrence report numbers.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Select **Fires - Procedures** from the **OR SEARCH CRITERIA** selection box.
   c. Select **User Defined** from the **REPORT/FILTER** selection box.
   d. Click the **PREPARE** command button.
   e. Check the **SIMILAR OCCURRENCES** check box.
   f. Click the **PREPARE** command button.
   g. Make note of at least one Similar Occurrence Report number.
   h. Click the **BACK** tool bar button located at the top of the browser window.
   i. Repeat step 1h. to return to the **ORPS OR SEARCH & REPORTS** page.
   j. Click the **EDIT** command button.
   k. Revise the entry in the **BOOLEAN LOGIC SPECIFICATION** to contain **14 and 14 and (15 or 16 or 17) or 1**.
   l. Click the **REFINE** command button.
   m. Enter the full occurrence report number (as noted in step g. above) in the **OCCURRENCE REPORT NUMBER** section.
   n. Click the **FINISH** command button.

Exercise 11

1. Create a search profile that contains occurrence reports where vehicular incidents resulted in an occupational injury.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Type **14 AND 14** in the **BOOLEAN LOGIC SPECIFICATION** edit box.
   d. Click the **REFINE** command button.
   e. Select **03A-Occupational Illness/Injuries** from the first **NATURE OF OCCURRENCE** selection box.
   f. Select **03B-Vehicular Incidents** from the second **NATURE OF OCCURRENCE** selection box.
   g. Click the **FINISH** command button.

2. Identify the Similar Occurrences cited in the occurrence reports. Edit the search profile to include at least one of the Similar Occurrence Report numbers.
   a. Select **User Defined** from the **REPORT/FILTER** selection box.
   b. Click the **PREPARE** command button.
   c. Check the **SIMILAR OCCURRENCES** check box.
   d. Click the **PREPARE** command button.
   e. Make note of at least one Similar Occurrence Report number.
   f. Click the **BACK** tool bar button located at the top of the browser window.
   g. Repeat step 1h. to return to the **ORPS OR SEARCH & REPORTS** page.
   h. Click the **EDIT** command button.
   i. Revise the entry in the **BOOLEAN LOGIC SPECIFICATION** edit box to contain **14 AND 14 OR 1**.
   j. Click the **REFINE** command button.
   k. Enter the occurrence report number (as noted in step e. above) in the **OCCURRENCE REPORT NUMBER** section.
   l. Click the **FINISH** command button.

Exercise 12

1. Locate records for the Richland Operations Office with the phrase *limiting condition for operation* in the Subject/Title.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Operations/Field Office** from the **IDENTIFICATION** selection box.
   d. Select **Subject/Title** from the **NARRATIVE** selection box.
   e. Click the **REFINE** command button.
   f. Select **RL-Richland Operations** from the **OPERATIONS/FIELD OFFICE** selection box.
   g. Type **limiting condition for operation** into the **SUBJECT/TITLE** edit box.
   h. Click the **REFINE** command button.

2. Some reports will use the term *limiting condition of operation* instead. Revise the search to locate these records also.

The **<NEAR>** operator only works with words, not with phrases, so **limiting** and **condition** must also be joined with an operator. Normally you would use **<NEAR/1>** to search for adjacent words. However, if multiple instances of the **<NEAR/n>** operator are used in the same query they must be the same.

   a. Type **<ORDER><NEAR/3>(limiting, condition, operation)** in the **SUBJECT/TITLE** edit box.
   b. Click the **REFINE** command button.

3. Add the records that use the acronym LCO.
   a. Type **<ORDER><NEAR/3>(limiting, condition, operation) OR LCO** in the **SUBJECT/TITLE** edit box.
   b. Click the **FINISH** command button.

Exercise 13

1. Locate records that contain the phrase *pressure switch* in the **Cause Description** and the **Corrective Actions**.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Cause Description** from the **NARRATIVE** selection box. Add **Corrective Action(s)** to this selection by doing a *[CTRL]+[CLICK*].
   d. Click the **REFINE** command button.
   e. Type **pressure switch** in the **CAUSE DESCRIPTION** and **CORRECTIVE ACTION(S)** edit boxes.
   f. Click the **REFINE** command button.

2. Modify the search to include variations such as *pressure differential switch, pressure activated switch,* etc.
   a. Type **<ORDER><NEAR/2> (pressure,switch)** in the **CAUSE DESCRIPTION** and **CORRECTIVE ACTION(S)** edit boxes.
   b. Click the **REFINE** command button.

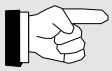
3. Modify the search to exclude those records that contain the exact phrase *pressure switch.*
   a. Type **<ORDER><NEAR/2> (pressure,switch) AND NOT pressure switch** in the **CAUSE DESCRIPTION** and **CORRECTIVE ACTION(S)** edit boxes.
   b. Click the **FINISH** command button.

Exercise 14

1. Perform a search to locate the word *SAM* in the Occurrence Description.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Occurrence Description** from the **NARRATIVE** selection box.
   d. Click the **REFINE** command button.
   e. Enter **SAM** into the **OCCURRENCE DESCRIPTION** edit box.
   f. Click the **REFINE** command button.

2. Refine the search to locate records that contain only the acronym *SAM*.
   a. Type **<CASE> "SAM"** in the **OCCURRENCE DESCRIPTION** edit box.
   b. Click the **FINISH** command button.

NOTE



This search will still retrieve one extraneous record. An occurrence report that was input in all capital letters contains the name SAM.

2. *(Alternative solution)*
   a. Enter **<CASE><WORD> SAM** in the **OCCURRENCE DESCRIPTION** edit box.
   b. Click the **FINISH** command button.

Exercise 15

1. Create a search profile containing 1996 and 1997 occurrence reports where construction activities resulted in a near-miss.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Report Year** from the **IDENTIFICATION** selection box. Scroll down the box to **Activity Category** and **Nature of Occurrence** and add these items to the selection by doing a *[CTRL]+[CLICK]*.
   d. Click the **REFINE** command button.
   e. Select **1997** from the **REPORT YEAR** selection box. Add **1996** to the selection by doing a *[CTRL]+[CLICK]*.
   f. Select **01-Construction** from the **ACTIVITY CATEGORY** selection box.
   g. Select **10B-Near Miss Occurrences** from the **NATURE OF OCCURRENCE** selection box.
   h. Click the **FINISH** command button.

2. Save the search profile as **Const 96-97 Near Miss** with a **FROM DB AS OF** setting of **Earliest Entry** and a **TO DB AS OF** setting of **03/01/97 12:00**. How many occurrences are recovered with this saved profile?
   a. Click the **EARLIEST ENTRY** radio button in the **FROM DB AS OF** section of the control panel.
   b. Click the date edit box radio button in the **TO DB AS OF** section of the control panel and type **03/01/97 12:00** in the date edit box.
   c. Enter **Const 96-97 Near Miss** in the **SAVE AS** edit box in the **OR SEARCH CRITERIA** section of the control panel.
   d. Click the **SAVE** command button.
   e. Click the **COUNT** command button in the **REPORT/FILTER** section of the control panel.

Exercise 15

(Continued)

3. Display the criteria for the search profile and verify inclusion of the date/time filter information. Change the date/time filter settings to start at the beginning of the database and end at the current date and time. Display the criteria for the search profile to verify the selection.
   a. Click the **DISPLAY** command button in the **REPORT/FILTER** section of the control panel.
   b. Click the **BACK** tool bar button located at the top of the browser window.
   c. Click the **NOW** radio button in the **TO DB AS OF** section of the control panel.
   d. Click the **DISPLAY** command button in the **REPORT/FILTER** section of the control panel.
   e. Click the **BACK** tool bar button located at the top of the browser window.

4. Prepare field office and report type distribution or graphic reports for the search profile with the date/time filter settings that are saved with the profile. Prepare additional distribution or graphic reports with settings that start at the beginning of the database and end at the current date and time.
   a. Mark the **USE SAVED CRITERIA** check box in the **FROM DB AS OF** section of the control panel.
   b. Mark the **USE SAVED CRITERIA** check box in the **TO DB AS OF** section of the control panel.
   c. Select **Distributions** or **Graphics** from the **REPORT/FILTER** selection box.
   d. Click the **PREPARE** command button.
   e. Check the **FIELD OFFICE** and **REPORT TYPE** check boxes.
   f. Click the **PREPARE** command button.
   g. Click the **BACK** tool bar button located at the top of the browser window.
   h. Repeat step 4g. to return to the **ORPS OR SEARCH & REPORTS** page.
   i. Remove the marks from the **USE SAVED CRITERIA** check boxes.
   j. Click the **EARLIEST ENTRY** radio button in the **FROM DB AS OF** section of the control panel.
   k. Click the **NOW** radio button in the **TO DB AS OF** section of the control panel.
   l. Repeat steps 4c. through 4f.

Exercise 16

1. Create a search profile containing occurrence reports from 1994 that resulted in loss of radioactive materials or spread of contamination and cited management problems as the root cause.
   a. From the **ORPS GUI** home page, click the **Search & Reports** hyperlink.
   b. Click the **NEW** command button in the **ORPS SEARCH CRITERIA** section of the **ORPS OR SEARCH & REPORTS** page.
   c. Select **Report Year** from the **IDENTIFICATION** selection box. Scroll down the box to **Nature of Occurrence** and **Root Cause** and add these items to the selection by doing a *[CTRL]+[CLICK]*.
   d. Click the **REFINE** command button.
   e. Select **1994** from the **REPORT YEAR** selection box.
   f. Select **01D-Loss of Control of Radioactive Material/Spread Contamination** from the **NATURE OF OCCURRENCE** selection box.
   g. Select **6-MANAGEMENT PROBLEM** from the **ROOT CAUSE** selection box.
   h. Click the **FINISH** command button.

2. Save the profile as **01D 1994 Management Problems** with no exclusions. How many occurrences are recovered with this saved profile?
   a. Uncheck the **CANCELLED** check box in the **EXCLUDING** section of the control panel.
   b. Type **01D 1994 Management Problems** in the **SAVE AS** edit box in the **OR SEARCH CRITERIA** section of the control panel.
   c. Click the **SAVE** command button.
   d. Click the **COUNT** command button in the **REPORT/FILTER** section of the control panel.

3. How many occurrences are recovered if UCNI is excluded?
   a. Check the **UCNI** check box in the **EXCLUDING** section of the control panel.
   b. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

Exercise 16

(Continued)

How many occurrences are recovered if Cancelled is excluded?

c. Uncheck the **UCNI** check box in the **EXCLUDING** section of the control panel and check the **CANCELLED** check box.

d. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

How many occurrences are recovered if USEC is excluded?

e. Uncheck the **CANCELLED** check box in the **EXCLUDING** section of the control panel and check the **USEC** check box.

f. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

How many occurrences are recovered if UCNI and CANCELLED are excluded?

g. Uncheck the **USEC** check box in the **EXCLUDING** section of the control panel and check the **UCNI** and **CANCELLED** check boxes.

h. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

How many occurrences are recovered if UCNI and USEC are excluded?

i. Uncheck the **CANCELLED** check box in the **EXCLUDING** section of the control panel and check the **USEC** check box.

j. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

How many occurrences are recovered if CANCELLED and USEC are excluded?

k. Uncheck the **UCNI** check box in the **EXCLUDING** section of the control panel and check the **CANCELLED** check box.

l. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

Exercise 16

(Continued)

How many occurrences are recovered if CANCELLED and USEC and UCNI are excluded?

m. Check the **UCNI** check box in the **EXCLUDING** section of the control panel.

n. Click the **COUNT** command button on the **REPORT/FILTER** section of the control panel.

Index